

MEETING OF THE  
BOARD OF LIBRARY TRUSTEES  
JANUARY 09, 2024  
MINUTES  
Conducted by Remote Participation

**Call to order**

Chair Stephen Quinlan called the meeting to order at 7:16 p.m. In attendance were trustees Heather Calvin, Adam Delmolino, Jonathan Gates, Rebecca Gruber, and Rebecca Steinitz, and Trustee Amy Hampe joined the meeting at 7:22 p.m. Library Director Anna Litten, Assistant Director Lara Vilahomat, and Alex Keen of Keen Independent Research were also in attendance. Mr. Quinlan shared open meeting law information as it pertains to remote meetings and read the Resolution Acknowledging Native Lands.

**Fox Branch Library Market Analysis Report**

Alex Keen of Keen Independent Research presented the results of the market analysis report and shared community and demographic information of the area served by the Fox Branch library.

**Community Time**

There were no comments from members of the community.

**Approval of December 12 Meeting Minutes (vote)**

Mr. Demolino moved to approve the December 12 Minutes as amended. Ms. Calvin seconded the motion. Under guidance from the Attorney General's office, the Board held a roll call vote. Mr. Gates voted aye, Ms. Gruber voted aye, Ms. Hampe voted aye, Mr. Quinlan voted aye, Ms. Steinitz voted aye. The Board approved the December 12 Meeting Minutes.

**FY24 Mid-Year Trust Fund Expenditures and Vote for Mid-Year Request (vote)**

Ms. Litten shared the FY24 Mid Year Trust Fund Expenditures and Mid Year Ask document. Mr. Demolino moved to approve the mid-year request. Mr. Quinlin seconded the motion. Ms. Calvin voted aye, Mr. Gates voted aye, Ms. Gruber voted aye, Ms. Hampe voted aye, Ms. Steinitz voted aye. The Board approved the FY24 Mid Year Request.

**Review Library Annual Report**

The 2023 Annual Report must be submitted to the Town Manager's office by January 15 in accordance with Town Bylaws. The Board discussed reprioritizing and restating successes

throughout the document. Ms. Litten will ask if the proposed changes can be made to the prescribed formatting and establish if there is a requirement for chronological formatting.

### **Fox Branch Library Facility Needs Committee**

Mr. Delmolino and Ms. Calvin shared an update from the Fox Branch Facility Needs Committee. Mr. Demolino shared information on the warrant article submission with the support of the Trustees to Town Meeting. Ms. Calvin shared that there have been 905 responses from the survey and encouraged everyone to submit a response.

### **Director's Report**

Ms. Litten presented the Director's Report and highlighted several items. The Board discussed the Director's Report, including Ms. Litten's plan to begin creating a five year plan at Robbins. Ms. Vilahomat shared an update on the Arlington Reads Together program.

### **Foundation Liaison Update**

Ms. Hampe reported on the Foundation fundraising efforts and appeal, including a Leap Year donor event and the success of raising more than \$100,000 this fiscal year.

### **Friends Liaison Updates**

Ms. Gruber shared an update on the most recent Friends meeting, including upcoming programs and events and a review of the Friends bylaws around remote meetings and document storage. There was no update from the Friends of Fox.

### **Communications and Announcements**

Ms. Litten shared a holiday card received from a group using the Fox Branch Library meeting room. The group thanked the library for the use of the space and discussed the impact and importance of the space being available to the community.

### **Unanticipated Items**

Ms. Hampe discussed a recent communication from the Town Manager's officer regarding term renewal for the Trustees. Ms. Litten will follow up on ensuring that the renewals are on staggered years, as well as updating the website.

**Date of Next Meeting: February 13, 2024**

**Adjournment (vote)**

Mr. Quinlan moved to adjourn. The Board held a roll call vote. Ms. Calvin voted aye, Mr. Delmolino voted aye, Mr. Gates voted aye, Ms. Gruber voted aye, Ms. Hampe voted aye, Ms. Steinitz voted aye. The meeting adjourned at 9:13 p.m.

**Materials Distributed**

- January 9 Meeting Agenda
- December 12 Meeting Minutes
- Fox Branch Library Market Research Report- Keen Consulting
- 2024 Annual Report to Town Meeting
- FY24 Mid Year Trust Fund Expenditures and Mid Year Ask
- December 2023 Library Director's Report